



Thrive PoCo Microgrant Program Applicant Guide

PROGRAM OVERVIEW

Be a catalyst for community connection! The *Thrive PoCo* microgrant program provides up to \$1000 to resident-led groups, grassroots organizations, and informal collectives across the City of Port Coquitlam towards projects that help build social connections and increase civic participation. The funded initiatives seek to create opportunities to activate neighbourhoods, animate public spaces, or bridge connections between people to increase a sense of belonging in our community and address the growing challenge of social isolation.

Funding for this grant is provided by the Moore Family Fund, held at the Port Coquitlam Community Foundation.

WHY IS THIS IMPORTANT?

We believe increasing participation in group activities can curb the rising tide of social isolation and loneliness. Engaging in your community with others can increase your well-being, expand your social support network, and have a positive impact on society as a whole.

POSSIBLE PROJECT IDEAS

- Tea party for newcomers
- Community garden
- Neighbourhood block party
- Park clean-up
- Skills sharing workshop
- Neighbourhood walking tour or bike ride
- Community sports tournament or demo (eg. Karate/yoga in the park)
- Toy/food drive
- Public space beautification
- Healing circle

These are just some ideas and we welcome any suggestions that meet the program objectives.

CONDITIONS & ELIGIBILITY

- Individuals are eligible to apply but must be associated with a group of at least three or more individuals
- Groups can be newly formed but must include the minimum number of individuals
- Organizations CANNOT be businesses, registered nonprofits or charities

- Project activities must take place within the city of Port Coquitlam
- Projects must be completed by December 31; they can be either one-time events or a series of activities within that period
- Projects that are event-based cannot be entirely virtual as this program seeks to encourage in-person connections; hybrid events are acceptable
- Any service offered or event created must be free for participants
- Activities cannot be used to generate any revenue
- Applicants must be 18 years of age or older and reside in the city of Port Coquitlam

HOW WILL MY APPLICATION BE REVIEWED?

1. Your application will initially be screened by the PoCo Community Foundation to ensure it meets the eligibility requirements.
2. Eligible applications will then be reviewed by a Selection Committee comprised of community leaders and Moore Family representatives.
3. Review criteria for applications will consider the following:
 - a. Geographic distribution of the projects across the city and range of project types
 - b. To what extent the project helps to foster greater social connection and civic participation
 - c. Will the project be of interest to the target group it is intended for?
 - d. Does the project bring together a diverse group of people or serve to strengthen ties within a particular community?
 - e. Does the applicant group have a reasonable plan to carry out the project?
 - f. Is the intended use of the funds appropriate for the scale and scope of the project?

WHAT HAPPENS IF I RECEIVE A GRANT?

Successful applicants will be notified in May 2025 and grantees will have until Dec. 31 to complete their projects. Once projects are completed, grantees will submit either a brief report or participate in a follow-up call to learn about what was achieved. Grantee stories will also be featured as part of a social media campaign.

PROGRAM TIMELINE

March 15, 2025 – Applications open

April 22nd, 2025 – Applications close

May 12-16 2025 – Grant recipients are notified

June 9-13 2025 – Funds are distributed, and projects can begin

December 31 2025 – Project completion date

January 31 2026 – Project reports due

CONTACT INFORMATION

Anna Wilczewski, Executive Director, PoCo Community Foundation - anna@pocofoundation.com

APPLICATION QUESTIONS

Applicant Information:

1. Name of Applicant / Organization / Group
2. Group In Existence Since (if applicable)
3. Address
4. Contact First & Last Name
5. Email Address & Phone number
6. Website, Instagram, Facebook, LinkedIn, X:
7. Project Title
8. Amount of grant funding you/your organization is requesting (\$1,000 max)
9. Total project budget
10. Number of Volunteers
11. Please list the names and contact information of 2 other individuals taking part in this project.

Project Information:

12. Please describe your idea and what you are seeking to accomplish through the Community microgrant program.
13. What neighbourhood will your project take place in?
14. Who is the target audience for your project?
15. How do you believe this project will foster greater social connection and civic participation among the target audience?
16. What is your plan to carry out this project? Successful applicants will receive their funds in early June 2025 and projects are expected to be completed by Dec. 31, 2025. Please describe briefly a list of activities you anticipate completing to ensure the success of the project.
17. Project/initiative location and date(s)
18. Is this an ongoing or new initiative?
19. How do you plan to use the funds? A simple breakdown of major costs is sufficient. Funds can be used to offset any expenses that are needed to deliver the project.

Please note:

If you are planning an event on City property, including parks, contact specialevents@portcoquitlam.ca to review the Special Events Toolkit and complete the Special Event Permit Application. The toolkit will walk you through how to request City support for event production supplies (barricades, garbage containers, zero waste receptacles, tents, hand wash stations), access to venues, and securing permits. Contact facility bookings at <https://www.portcoquitlam.ca/services/city-facilities/facility-bookings> to ensure your preferred facility or amenity is available on your preferred date.

Final Report/Story Requirements:

1. Share photos of your event on social media, recognize the Moore Family Fund and tag @pocofoundation
2. Email info@pocofoundation.com with stories/testimonials from the event, lessons learned, photos and a breakdown of how the funds were spent.

FREQUENTLY ASKED QUESTIONS

Are faith-based groups eligible to apply?

Yes, if the project is open to all and not intended for religious activities.

I'm a member of an online group, can I apply?

Yes, if the group can be identified and includes at least 3 individuals committed to working together towards the project. Projects cannot be entirely virtual, however hybrid events are acceptable.

Does our group need to have an organizational bank account to receive funds?

No, funds can be transferred to an individual's bank account.

Are there any restrictions on how the funds can be spent?

No, funds will be given upfront with no conditions and receipts will not be required. The budget submitted within the application should include reasonable expenses for the nature of the project. You will be required to report back on how the funds were spent.

Can I form a group with my friends/family and submit an application?

Yes, if there are at least three individuals carrying out the project.

I am under 18 years of age, can I apply?

Members of the group may be under the age restriction however the lead applicant must be at least 18 years old.

ABOUT US

Port Coquitlam Community Foundation aims to create a community where everyone feels they belong, can realize their potential, and live in a healthy and vibrant environment, now and in the future.

The Moore Family Fund aims to build a more inclusive Port Coquitlam by fostering greater engagement, reducing social isolation, and enhancing the well-being of residents, while strengthening the overall vitality of the community.